

LUNENBURG COUNTY BOARD OF SUPERVISORS
LUNENBURG COURTS BUILDING
LUNENBURG, VIRGINIA
March 29, 2018 Meeting

5:30PM

1. Call to Order
2. Invocation/Pledge of Allegiance: Supervisor Hoover
3. Requests for Additions to the Agenda
4. Conflict of Interest Statements & Organizational Matters

Public Hearing

5. Reassessment Tax Rate
6. County Department Requests
7. Community Requests with Representation
8. Community Requests without Representation
9. School Budget Request
10. Discussion of FY2019 County Budget
11. Audit Proposals
12. Closed Session Items (if necessary)
13. Other Business (per Board approval)
14. Adjournment

It is the intention of the Lunenburg County Board of Supervisors to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact the County Administrator's Office at 434-696-2142 prior to the meeting date.

-- Tracy M. Gee, County Administrator

NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE FOLLOWING REASSESSMENT

The County of Lunenburg proposes to increase property tax levies based on the 2018 Real Estate Reassessment.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 6.4% (percent). Note: 2017 Calendar Year assessed values were \$868,128,900, the reassessed values for the 2018 Calendar Year are \$924,053,400.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.36 per \$100 of assessed value. This rate will be known as the "lowered tax rate." Note: 2017 Calendar Year assessments would yield \$3,298,890 at 100 percent collection rate. In order to collect at that same total with 2018 Calendar Year reassessed values, the rate would drop \$0.02 per \$100 to \$0.36 per \$100 assessed value.
3. **Effective Rate Increase:** The County of Lunenburg proposes to adopt a tax rate of \$0.38 per \$100 of assessed value. The difference between the "lowered tax rate" and the proposed rate would be \$0.02 per \$100, or 6.4% (percent). This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate, the total Fiscal Year budget of the County of Lunenburg will exceed last year's by one-seventh (0.7%) of a percent.

This tax rate adjustment is made effective for the current tax year, Calendar Year 2018, and is not reflective of rates for upcoming calendar years (2019 and forward) which may be adjusted and adopted based on Budget Year (Fiscal Year) budgetary needs and will be advertised for a separate public hearing.

A public hearing on the increase will be held on Thursday, March 29, 2018 at 5:30pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia.

The public is invited and encouraged to attend. It is the intention of the Lunenburg County Board of Supervisors to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact the County Administrator's Office at 434-696-2142 prior to the meeting date.

**County Office and Department Requests
FY2018-2019 Budget Requests**

Department/Office	FY17-18 Budgeted Amount	FY18-19 Requested Amount	Difference
Circuit Court Judge	\$12,000.00	\$11,400.00	-\$600.00
Magistrate	\$1,325.00	\$1,325.00	\$0.00
Victim/Witness Coordinator	\$69,720.00	\$71,110.00	\$1,390.00
Commonwealth Attorney	\$273,180.00	\$322,670.00	\$49,490.00
General District Court Clerk	\$6,000.00	\$6,400.00	\$400.00
Treasurer's Office	\$231,400.00	\$231,400.00	\$0.00
Sheriff's Office	\$1,214,000.00	\$1,214,000.00	\$0.00
E911 *FY18 \$103,830 no match *FY19 \$75k requires \$94k local match	\$246,830.00	\$237,000.00	\$94,000.00
Registrar	\$76,260.00	\$81,940.00	\$5,680.00
Electoral Board	\$33,670.00	\$36,070.00	\$2,400.00
Commissioner of Revenue	\$212,100.00	\$212,100.00	\$0.00

* PSAP CAD Grant w/ local match
*\$6,000 more for P/T help

* PSAP CAD Grant will require \$94,000 in local match, FY18 grant of \$103,830 did not require any local match.

TENTH JUDICIAL CIRCUIT
OF VIRGINIA

RECEIVED
FEB 20 2018

LESLIE M. OSBORN
JUDGE



BY: _____ 434-738-6191
FAX: 434-738-0492

P.O. BOX 520 • 393 WASHINGTON STREET
BOYDTON, VA 23917-0520

February 16, 2018

Mr. H. Wayne Carter, III
Mecklenburg County Administrator
Post Office Box 307
Boydton, Virginia 23917

Ms. Tracy M. Gee
Lunenburg County Administrator
11413 Courthouse Road
Lunenburg, Virginia 23952

Ms. Susan M. Adams
Appomattox County Administrator
Post Office Box 863
Appomattox, Virginia 24522

Re: Budget for Circuit Courts of Lunenburg, Mecklenburg and Appomattox
Judicial Administration Fiscal Year 2018-2019

Dear Mr. Carter, Ms. Gee and Ms. Adams:

For fiscal year 2018-2019, we submit the enclosed proposed budget containing an estimate of the expenses of judicial offices for the Counties of Mecklenburg, Lunenburg and Appomattox.

We are responsible for Appomattox, Lunenburg and Mecklenburg counties jointly.

Mr. Carter
Ms. Gee
Ms. Adams
February 16, 2018
Page 2

As we have done in the past, we ask that the three counties share judicially related expenses on a prorated basis by determining the percent of the number of new case filings for each county bears to the total new case filings for the counties and then multiplying the resulting percent times the total budget amount.

The average new case filings for calendar years 2015, 2016, and 2017 are Mecklenburg County 64.3%, Lunenburg County 13.8% and Appomattox 21.9%

With a total judicial administration budget of \$72,087.91 for fiscal year 2018-2019 the shares of the three counties for judicially related expenses are as follows:

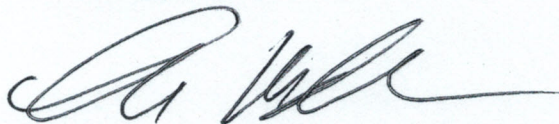
Mecklenburg County	\$ 46,352.53
Lunenburg County:	9,948.13
Appomattox County:	<u>15,787.25</u>
Total:	\$ 72,087.91

As in previous years, Mecklenburg County will continue to serve as our fiscal agent.

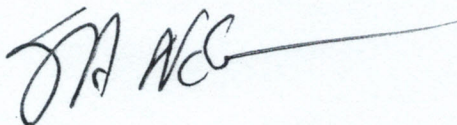
If there are any issues that we need to resolve with regard to handling the budget in this manner please let us know.

Thank you for all your assistance in these matters. We look forward to working with you on this and other matters in the future.

Sincerely yours,



Leslie M. Osborn, Judge



S. Anderson Nelson, Judge

/pic

Enclosure (1)

cc: Judy Sheffield, Mecklenburg Assistant County Administrator
Sandra P. Langford, Mecklenburg Treasurer



Appomattox County
434-352-8241
Buckingham County
434-969-1772
Charlotte County
434-542-5141
Cumberland County
804-492-4120

COMMONWEALTH of VIRGINIA

Office of the Magistrate TENTH JUDICIAL DISTRICT

Halifax County
434-476-2121
Lunenburg County
434-696-3486
Mecklenburg County
434-738-6191
Prince Edward County
434-392-3332

March 7, 2018

TO: Tracy M. Gee
County Administrator

From: Brian Hawks
Magistrate

RE: Budget Requests

The following requests are submitted for the operation of the Magistrate's Office for the coming fiscal year:

Telephone	\$1100.00
Office Supplies	\$200.00
Association Membership	<u>\$25.00</u>
Total Budget Request	\$1325.00

I believe this request for flat funding will meet our current budget needs, if any questions please contact me.

Respectfully,

A handwritten signature in cursive script that reads 'Brian Hawks'.

Brian Hawks

2/23/2018 16:50:35 GL067R Co#001 LANENBURG COUNTY
 FUND # -100 ** Victim/Witness Coordinator

	2014/2015		2015/2016		2016/2017		2017/2018		2018/2019		2018/2019	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	RECOMMEND	ADOPTED	BUDGET
021910												
** Victim/Witness Coordinato												
Salaries & Wages	30,385	34,507	50,350	49,680	29,544							
Unemployment	195	168	113	158	37							
FICA	2,326	2,642	3,817	3,990	2,292							
VRS	4,634	5,262	6,273	6,400	3,722							
Hospitalization	50	50	50	50	29							
Group Life Insurance	146	166	253	258	150							
Temporary Personnel				2,460	342							
Travel	218	620	675	3,204	321							
Office Supplies	2,455	2,473	3,704	3,520	1,339							
--TOTAL DEPARTMENT--	40,409	45,888	65,235	69,720	37,776							
** Victim/Witness Coordinat	40,409	45,888	65,235	69,720	37,776							
*TOTAL FOR FUND	40,409	45,888	65,235	69,720	37,776							
- FINAL TOTAL	40,409	45,888	65,235	69,720	37,776							

X

71,110

50,689.60

158

3878

5626

50,440

268

3334

3102

3479

4609

**COMMONWEALTH'S ATTORNEY
OF LUNENBURG COUNTY**

ROBERT E. CLEMENT

TELEPHONE (434) 696-2174

**1811 MAIN STREET
POST OFFICE BOX 513
VICTORIA, VIRGINIA 23974**

FAX (434) 696-1844

DATE: March 1, 2018

TO: Gentlemen of the Board of Supervisors and County Administrator

RE: **2018-2019 COUNTY BUDGET REQUEST**

As you may have heard, I have been fortunate that a recent law school graduate came by my office inquiring whether I had an employment opportunity for him. His name is Baxter Stegall. Although I could not offer a fulltime position, I had saved enough money from my "Temporary Help" state funds to hire him part-time until July 1st, and then half of the next fiscal year when the state replenishes my temp fund.

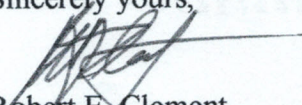
I am asking that the County fund the balance of what is needed to make this position fulltime. My state funding includes \$40,868 for temporary help. I use under \$10,000 per year for office assistance to help Debra, my administrative assistant, to keep up with the demands of the office. There is no way she would be able to perform her duties with two fulltime attorneys in the office. That leaves me with \$30,868 for the position of a fulltime assistant prosecutor, so I am asking that the county supplement the amount of \$29,132, plus benefits.

I would hate to lose this employee. It is very difficult to hold onto a part-time prosecutor. He can make much more money in private practice once he gets established. He soon sees that the time spent as a prosecutor is better spent in his private practice. On an hourly rate, he would be making \$26.92 per hour as a prosecutor and anywhere from \$100 to \$200 per hour in private practice.

Baxter's background is impressive. He is 37 years old, having been a police officer in Farmville and Crewe for 14 years before going to law school. At law school he graduated fifth in his class and made Law Review, which is quite an academic achievement. He has taught classes at the Police Academy for new recruits. He already knows most of the judges, attorneys, and other police officers. I find his maturity to be his biggest asset.

Based on statewide caseload statistics, my office is considered one of the top one-lawyer offices to qualify for a second fulltime position. I will be glad to discuss this with you soon.

Sincerely yours,


Robert E. Clement



CHARLES H. WARREN
Judge

DANELLE W. BAGLEY
Clerk

COMMONWEALTH of VIRGINIA

GENERAL DISTRICT COURT

FOR

LUNENBURG COUNTY
TENTH JUDICIAL DISTRICT
LUNENBURG, VIRGINIA 23952
(434) 696-5508
FAX (434) 696-3665

March 5, 2018

Lunenburg County Administration Office
Courthouse Square
Lunenburg, VA 23952

In Re: Budget

Dear Tracy,

I have received your request for my yearly county budget. I would like to thank you for all the time you and your office spend on taking care of these matters. I am requesting that my budget be increased with the inclusion of an Education line item. There are many opportunities for my office to attend training sessions, which are not covered by the Supreme Court of Virginia. With that, I am requesting the following for my allotment for this fiscal year;

Telephone	\$3000.00
Office Supplies/Furniture/Fixtures	\$3000.00
<u>Education</u>	<u>\$ 400.00</u>
Total	\$6400.00

Thank you again for working with my office to improve our daily functions and continual service to the residents of Lunenburg County. If you have any questions, please feel free to call me at any time.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Danelle Bagley".

Danelle Bagley, Clerk



COMMONWEALTH of VIRGINIA
Virginia E-911 Services Board

January 11, 2018

Dorothy Spears-Dean
PSC Coordinator
(804) 416-6201

Terry D. Mayo
Board Administrative
Assistant
(804) 416-6197

Jeffrey D. Stern
Chairman
VDEM

James Junkins
Vice Chairman
Harrisonburg-Rockingham
ECC

David A. Von Moll
Treasurer State of Virginia
Comptroller

Danny Garrison
Richmond Ambulance
Authority

Robert Layman
AT & T

Jeffrey Merriman
Verizon Communication

Diane Harding
Verizon Wireless

Anthony McDowell
Fire Chief
Henrico County

Nelson P. Moe
CIO - VITA

Kathleen Seay
Hanover County

Dennis E. Hale
Chief of Fire and EMS
Dinwiddie County

Kevin W. Hall
Sheriff of the City of
Covington

Jolena Young
Twin County

Dep Secretary Adam Thiel
Office of the Governor
Advisor

Dear Lunenburg PSAP:

Thank you for submitting a FY19 PSAP Grant Program application. Your application meets the current Grant Guidelines and was recommended for funding by the PSAP Grant Committee. I am pleased to advise you that the Virginia E-911 Services Board has approved your request. You have been awarded \$75,000 for your Individual PSAP NVS CAD project, grant ID 60.

Funding for this grant award will be available on a reimbursement basis beginning July 1, 2018. Reimbursements will only be made for items allowable under the current Grant Guidelines. All funding requests must be submitted on the Public Safety Grant Payment Request Form, which is available on the ISP website. The receipt(s) that substantiates the amount requested must be attached to the request at the time of submission.

Finally, in order for a funding request to be processed, the PSAP must have already submitted any required financial and grant progress reports for any previous fiscal years by the identified deadline. This includes required submission of any true-ups and supporting documentation.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Congratulations on your grant award!

Sincerely,

Lisa Nicholson
Public Safety Program Manager

	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 BUDGET	2018/01 ACTUAL	PROJECTED 2017/2018 EXPENSE	DISBT 2018/2019 REQUEST	ADMIN 2018/2019 RECOMMEND	ADOPTED 2018/2019 BUDGET
013200									
013200-1100									
013200-1303	44,664	45,408	45,557	46,470	27,030				
013200-2009	3,014	3,867	5,375	6,000	3,241				
013200-3100	264	257	198	360	63		12,000		
013200-3200	3,592	3,756	3,856	3,940	2,364				
013200-7300	9,811	6,925	5,868	5,986	3,482				
013200-7400	6,844	7,417	8,009	8,190	4,591				
013200-3600	274	218	237	344	141				
013200-3210	72	50	1,113	100	252				
013200-5230	1,000	1,000	1,000	1,000	838				
013200-3500	1,386	1,613	1,675	1,700	676				
013200-5810	536	425	810	1,000	170				
013200-6001	170	170	335	170	170				
013200-6001	694	1,019	1,027	1,100	603				
--TOTAL DEPARTMENT--	69,061	72,125	74,000	76,260	43,471				
** Registrar **	69,061	72,125	74,000	76,260	43,471				
-TOTAL FOR FUND	69,061	72,125	74,000	76,260	43,471				
- FINAL TOTAL	69,061	72,125	74,000	76,260	43,471				

Due to the workload increase I need to have my assistant to work at least 2 days a week, just to keep up with changes
 Code 24.2-112 Shall have at least one substitute registrar who is able to take over the duties of the general registrar in an emergency
 when he requests



MEMO

Date: March 7, 2018

From: The Lunenburg Electoral Board

To: The Lunenburg Board of Supervisors

SUBJECT: FY 18/19 Budget Request

- You will notice in our projected 2017/2018 Expenses; we should be within our Adopted Budget. We have used historical data from recent elections to present an accurate request for next year's budget. This estimate is based on having a Primary and a General Election in the upcoming fiscal year. However, unlike other departments, we only have control over a small portion of our budget. The majority of our expenses are dictated by the State either due to "scheduled elections" or "unfunded mandates".
- You will notice an increase in the line item, **"Printing" this year and 2018/2019**. This is the account that reflects the costs associated with the printing of the ballots that we use for each election. As of January 2018, our Printing Expenses have exceeded our budget allocations. Town Elections will occur in both towns on May 1st and the towns will reimburse us for the allocated expenses. We will also have a Dual Primary Election scheduled for June 12, 2018. For the June 2017 Republican Primary, we incurred Printing Costs of \$1840. This year, we will have a **Dual Primary (both parties)**, which may be more because more both Parties will be voting. We are projecting \$5800 for the year for this line item.
- However, our **Training & Travel Expense** line will be less than budgeted. Due to Scheduling conflicts, none of us were able to attend the VEBA Annual Meeting at the Homestead. Our current budget included this expense. In June, we will all be attending our 2018 Annual State Board Conference in Richmond. We will probably expense \$2100 for travel and training expenses.
- One other recommendation from the Board is that the contribution to the accruing "Voting Machine Fund" be increased from \$5,000 to \$10,000 per year. This will assist and prepare us financially when current voting machines will need to be replaced. In addition, this can be used as a capital improvement fund to help defray the initial cost of unfunded mandates in the future.

It is our desire to return any unexpended funds to the County.

Sincerely,

Donna J. Dagner, Chairman

Dept	Line #	Description	FY17 Expended	FY18 Budget	FY19 Flat	Co Admin Recommends
100-012310	-1100	Salaries & Wages	128,851	140,000	140,000	
100-012310	-1303	Salaries & Wages Part-Time	2,748	2,500	2,500	
100-012310	-2009	Unemployment	209	400	350	
100-012310	-2100	FICA	9,417	10,910	10,910	
100-012310	-2200	VRS	16,596	17,900	17,500	
100-012310	-2300	Hospitalization	24,219	24,570	25,800	
100-012310	-2400	Group Life Insurance	670	720	700	
100-012310	-3320	Maintenance Contract	95	500	210	
100-012310	-3600	Advertising	303	400	300	
100-012310	-5210	Postage	1,000	500	500	
100-012310	-5230	Telephone	2,241	2,100	1,000	
100-012310	-5500	Travel	2,705	4,000	4,500	
100-012310	-5810	Dues & Memberships	860	600	800	
100-012310	-6001	Office Supplies	8,674	7,000	7,030	
TOTAL			198,588	212,100	212,100	

Community Organization Requests

Organization	Contact	Budget FY2017/18	Request FY2018/19	Number served	speaking	Info provided
7 a Piedmont Sr. Resources iyoung@psraaa.org	Justine Young 434-767-5588	\$ 2,000.00	\$ 12,047.00 \$2.75/over 60	200 residents	Yes	Yes
7 b Madeline's House officemanager@madelineshouse.org	Emily Marshall 434-292-1077	\$ 2,000.00	\$ 7,500.00	12 residents	Yes	Yes

Piedmont Senior Resources

Older Americans Act Funding and the 10% Match

We received \$853,191 in Older American's Act Funding for Fiscal Yr 2017-18

The counties originally agreed to the 10% match to obtain the federal funds.

The 10% match would be \$85,319.

In return for the funding counties were given the right to appoint the board members.

85,319

County Populations Age 60+	SR. POP	% Funds	Funding	2017 FUNDS
Amelia	1470	12.05%	10281	4043
Buckingham	1852	15.17%	12943	6000
Charlotte	1718	14.08%	12013	4725
Cumberland	1253	10.27%	8762	0
Lunenburg	<u>1722</u>	<u>14.12%</u>	<u>12047 *</u>	2000
Nottoway	1880	15.41%	13148	250
Prince Edward	2301	18.86%	16091	6128
Totals	12196		85285	23146

This funding allocation represents each county's share of the 10% match based on population.



COUNTY OF LUNENBURG

11413 Courthouse Road
Lunenburg, VA 23952

FY2018/19 BUDGET REQUEST
Submit to Tracy M. Gee by March 20, 2018
tgee@lunenburgva.net

Requesting Organization: Southside Center for Violence Prevention/Madelines House
Contact: Connie Holte Phone Number: 434-394-3505
Address: P.O. Box 466 Fax Number: 434-391-1172
Farmville, 23901 Email Address: office.manager@madelineshouse.org

Organization Mission: To provide shelter and services for victims of domestic violence and sexual assault.

FY2017/18 Budget Request: 7,500 Approved Amount: _____
(County Use Only)

FY2018/19 Budget Request: 7,500

Difference in \$: 6,500

Difference in %: _____ Approved Amount: _____
(County Use Only)

Explanation of Difference: Madeline's House served 13 clients from Lunenburg County.

Calculation of Budget Request Amount: The average cost of services is \$254/day per client. Average stay is 30 days

Use of Requested Funds: Temporary housing, food, clothing, medical treatment, supportive and professional counseling, program services including court, transportation, document recovery, crisis intervention, and other resources.

Number of Lunenburg County Residents benefitting from this organization in 2017: _____

Do you consider this budget request a donation, _____ dues, or _____ a contractual arrangement?
Please check one. For contractual arrangements or dues, please supply a copy of the contract or an explanation of benefits of membership that will NOT be provided to citizens of Lunenburg, if this request is not approved.

Please attach a copy of the most current budget and financial statements showing sources and uses of funds.

Please provide any additional information that would help the Supervisors understand the importance of your Organization to the citizens of Lunenburg County (no more than 2 additional pages).



Southside Center for Violence Prevention
P. O. Box 466, Farmville, VA 23824
434.394.3505
www.madelineshouse.org

Budget Request 2018-19
Lunenburg County, Virginia

Calculation and Use of Budget Request Funds

Madeline's House is a safe haven, residential shelter and provider of free programs and services for individuals who have experienced the traumas of domestic and / or sexual violence. As the only residential and community-based program located within its 12-county service area in Southside Virginia, and because of the inherent nature of our mission, we must stand ready to provide victim rescue and safe haven twenty-four hours a day, seven days a week, 365 days a year.

Madeline's House is an essential part of the community rescue infrastructure. Without the free services it offers to victims rescued from violent domestic situations, care costs to local governments would realize a significant increase, involving multiple local agencies and programs. As a nonprofit organization, it is imperative that Madeline's House uses a socially progressive, yet fiscally conservative, approach to rescuing victims from desperate situations in order to minimize costs to all 12 counties.

During 2016-17, Madeline's House had occupancy of 1,518 bed nights @ \$250/per night for a total of \$385,500.

We served 13 clients from Lunenburg. An Average stay is 30 days for a total of \$7500.

We are requesting \$7,500 from the Lunenburg County Board of Supervisors.

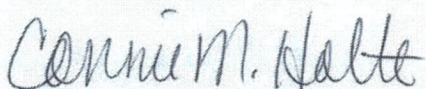
The Board of Directors for Southside Center for Violence Prevention, Inc. – Madeline’s House appeals to the Lunenburg County Board of Supervisors to thoughtfully consider the essential nature of financially supporting the only residential and community-based program for victims of domestic and sexual violence residing in Southside Virginia.

How Funds Received are Used

- Program services
 - Crisis Hotline
 - Crisis Intervention and Response Teams
 - Emergency Transportation
 - Court Advocacy and Protective Orders
 - Case Management and Support Groups
 - Document Recovery
 - Benefits and Victim Compensation
 - Life and Work Skills Assessment
 - Job and Housing Searches and Support
 - Educational Programs and Community Outreach
 - Referrals and Other Community Placements
- Resident needs
 - Temporary Housing
 - Food, Clothing, and Personal Items
 - Medical Treatment / PERK exams
 - Supportive and Professional Counseling
 - Recreation and Therapeutic Activities

If more information is needed please contact our Office Manager, Connie Holte or Executive Director, Glenn Fowlkes at 434.394.3505.

Thank you for your consideration.



Connie M. Holte
Office Manager
officemanager@madelineshouse.org
www.madelineshouse.org

Southside Center for Violence Prevention
 Madeline's House - Piedmont Crisis Center
 Budget 2018-2019

PROJETED

Income: 2017-2018 Projected

Grants & Foundations Income	224,497
Campaign Revenue	6,302
Contributions-Individuals	31,524
Contributions-Businesses	5,492
Contributions-Counties	33,500
Contributions-Churches	36,823
Contributions-Other Civic	12,172.00
Fundraising	5,000
In-Kind	72,147

Total Income 427,457

Expenses:

Salaries/Wages	254,185
Employee Benefits	20,209
Payroll Expenses	90,202
Office Occupancy	18,092
Shelter Occupancy	6,765
Professional Fees/Other Fees	5,852
Insurance	13,530
Office Supplies/Postage	14,038
Transportation/Vehicles	2,803
Dues and Subscriptions	1,374
Program Costs	30,140
Training	573
Fundraising	1,075
Office Equipment	1,150
In-Kind Expenses	72,147

Total Expenses 532,135

7:01 AM

SOUTHSIDE CENTER FOR VIOLENCE PREVENTION, INC.

01/12/18

Profit & Loss

Accrual Basis

July 2016 through June 2017

	Jul '16 - Jun 17
Ordinary Income/Expense	
Income	
4000 · Grants & Foundations Income	
4010 · Grant Income	
4010.1 · Domestic Violence	126,300.53
4010.2 · Sexual Assault	128,240.74
Total 4010 · Grant Income	254,541.27
4020 · County	33,800.00
4030 · Corp. Foundations (ex. Centra)	15,000.00
4060 · Other Grants/Foundations	1,000.00
Total 4000 · Grants & Foundations Income	304,341.27
4100 · Campaign Revenue	
4110 · United Way Income	3,000.00
Total 4100 · Campaign Revenue	3,000.00
4200 · Contributions & Donations-Unres	
4210 · Individuals (General Ops.)	22,523.90
4214 · Board Members	232.00
4220 · Corporations (Businesses)	12,974.12
4230 · Civic groups (Ruritans, etc.)	5,181.00
4240 · Churches	33,715.87
4260 · Schools/Colleges Donations	350.00
4200 · Contributions & Donations-Unres - Other	671.00
Total 4200 · Contributions & Donations-Unres	75,647.89
45000 · Investments	
45030 · Interest-Savings, Checking	32.83
Total 45000 · Investments	32.83
46400 · Other Income	31.29
4800 · Community Fundraising	
4820 · Church	60.00
Total 4800 · Community Fundraising	60.00
49900 · Uncategorized Income (Income not categorized elsewhere)	2,491.56
5900 · In-Kind Revenue	
5910 · IK-Goods & Supplies (household)	55,176.67
5940 · IK-Volunteers Rev (Val of hrs)	16,970.75
Total 5900 · In-Kind Revenue	72,147.42
Total Income	457,752.26
Gross Profit	457,752.26
Expense	
6020 · Professional fees	
6020.1 · Accounting	1,520.50
6020.2 · Legal	392.00
6020.3 · Computer services	353.86
Total 6020 · Professional fees	2,266.36
6030 · Service Charges & Fees	
6032 · Bank charges & fees	1.04
6034 · Credit Card/Merchant Fees	9.53
6030 · Service Charges & Fees - Other	219.70
Total 6030 · Service Charges & Fees	230.27
6060 · Insurance	
6060.1 · Liability and property	4,378.00

7:01 AM

SOUTHSIDE CENTER FOR VIOLENCE PREVENTION, INC.

Profit & Loss

July 2016 through June 2017

01/12/18

Accrual Basis

	Jul '16 - Jun 17
6060.2 · Director & Officer's	1,463.00
6060.3 · Vehicles	2,637.00
Total 6060 · Insurance	8,478.00
6065 · Operations	
6070 · Office supplies and expenses	14,670.99
6075 · Postage & Shipping	2,587.61
6085 · Volunteer Recognition/Training	845.00
Total 6065 · Operations	18,103.60
6100 · Travel (SCVP Only)	
6100.1 · Vehicle mileage reimbursement	34.72
6100.4 · Vehicle expense - fuel	4,980.78
6100.5 · Vehicle repairs & maintenance	629.71
6100.6 · Vehicle fees & taxes	84.50
6100 · Travel (SCVP Only) - Other	70.00
Total 6100 · Travel (SCVP Only)	5,799.71
6140 · Dues & Subscriptions (Alliance)	1,660.00
6200 · Program and client services	
6210 · Client direct services	2,892.12
6240 · Printing & Outreach (Mktg.)	11,516.77
6250 · General Supplies (Household)	637.14
6255 · Counseling/Med Fees & Co-pays	367.70
6260 · Resident Needs (Rx, Clothing)	1,503.18
6265 · Groceries	2,521.03
6270 · Client Travel (bus, taxi, etc.)	1,124.09
6280 · Travel & Conferences	1,783.58
6285 · Hot Line Charges	
6285.1 · Verizon Wireless	919.77
6285.2 · Century Link	899.25
6285 · Hot Line Charges - Other	66.74
Total 6285 · Hot Line Charges	1,885.76
6290 · Satellite Office Broadband	766.19
6200 · Program and client services - Other	11.63
Total 6200 · Program and client services	25,009.19
62800 · Facilities and Equipment	
62890 · Storage Unit Rent	780.00
Total 62800 · Facilities and Equipment	780.00
6400 · Salary & Benefit Expenses	
6410 · Salaries and wages	98,964.23
6420 · Employee benefits	
6422 · Employee health	14,295.69
Total 6420 · Employee benefits	14,295.69
6430 · Payroll tax expense	18,790.40
6450 · Workman's compensation	3,356.00
6460 · Other Payroll Expenses	115,291.25
Total 6400 · Salary & Benefit Expenses	250,697.57
6500 · Office Occupancy Expenses (609)	
6500.1 · Rent	54,000.00
6500.2 · Utilities	
6500.2b · Electricity & Fuel Adjustment	1,845.06
6500.2c · Water, Sewer & Trash service	872.37
6500.2d · Heating	421.74
6500.2e · Telephone & Internet	2,301.15

7:01 AM

SOUTHSIDE CENTER FOR VIOLENCE PREVENTION, INC.

Profit & Loss

July 2016 through June 2017

01/12/18

Accrual Basis

	Jul '16 - Jun 17
Total 6500.2 · Utilities	5,440.32
6500.3 · Cleaning Services	1,200.00
6500.4 · Repairs & Maintenance	3.00
6500.6 · Miscellaneous Expenses	608.48
Total 6500 · Office Occupancy Expenses (609)	61,251.80
6501 · Shelter Occupancy Expense (305)	
6501.1c · Real Estate Tax	770.73
6501.2 · Utilities	
6501.2a · Cable/Satellite	1,207.94
6501.2b · Electricity	3,544.73
6501.2c · Water & sewer service	1,377.18
6501.2d · Heating	605.64
6501.2e · Telephone & Internet	1,199.78
6501.3 · Cleaning Services	680.00
Total 6501.2 · Utilities	8,615.27
6501.4 · Repairs & Maintenance	804.34
6501.5 · Security	9,246.76
6501 · Shelter Occupancy Expense (305) - Other	309.35
Total 6501 · Shelter Occupancy Expense (305)	19,746.45
6600 · Training	
6610 · Staff (on site)	395.68
6600 · Training - Other	135.00
Total 6600 · Training	530.68
6800 · SCVP Fundraising Expenses	
6810 · Events	140.00
Total 6800 · SCVP Fundraising Expenses	140.00
6900 · Equipment & Rentals	
6920 · Copier rental	4,444.27
Total 6900 · Equipment & Rentals	4,444.27
7900 · Other Expenses	7,266.63
8900 · In-Kind Expenses	
8910 · IK - Goods & Supplies Exp	54,822.42
8940 · IK - Volunteers Exp	17,220.75
8950 · IK-Services (Media)	104.25
Total 8900 · In-Kind Expenses	72,147.42
Total Expense	478,551.95
Net Ordinary Income	-20,799.69
Net Income	-20,799.69

Community Organization Requests

Organization	Contact	Budget FY2017/18	Request FY2018/19	Number served	speaking	Info provided
8 a VA Legal Aid Society rhondak@vlas.org	Rhonda J. Knight 434-660-4461	\$ 4,713.00	\$ 4,902.00	37 cases 73 residents	no	yes
8 b STEPS-Workforce Development	Sharon Harrup 434-315-5909	\$ 6,000.00	\$ 5,000.00	27 employed	no	yes
8 c STEPS- Community Action Agency	Sharon Harrup 434-315-5909	\$ 16,474.00	\$ 16,474.00	147 residents	no	yes
8 d Crossroads sbaker@crossroadscsb.org	Susan Baker 434-392-7049	\$ 53,000.00	\$ 53,000.00		no	yes
8 e SVCC shannon.feinman@southside.edu	Shannon Feinman	\$ 4,355.00	\$ 4,823.00 by formula	233 students	no	yes
8 f CRC mfoster@virginiasheartland.org	Melody Foster 434-392-6104	\$ 15,700.00	\$ 19,000.00	12,000+	no	yes
8 g Longwood Small Bus. Dev. Ctr. mcquiresr@longwood.edu	Sheri McGuire	\$ 1,940.00	\$ 1,940.00	21 clients (training)	no	yes
8 h Virginia Growth Alliance	Jeff Reed 434-265-2382	\$ 12,914.00	\$ 12,914.00	12,000+	no	yes
8 i Virginia's Crossroads	Magi Van Eps 434-392-1482	\$ 4,500.00	\$ 4,500.00	12,000+	no	yes
8 j Lunenburg County Public Library System kbscales@earthlink.net	Karen Scales Ollie Wright	\$ 150,274.00	\$ 150,274.00	12,000+	no	yes

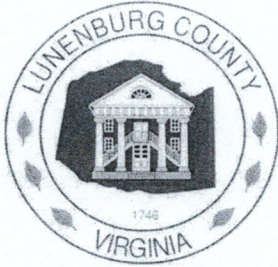
Organization	Contact	Budget FY2017/18	Request FY2018/19	speaking	Info provided
8 k Southside Soil & Water julie.hamlett@vaswcd.org	Julie Hamlett 434-542-5405	\$ 7,000.00	\$ 7,000.00	no	1250 direct 12,000+
8 l Southside SPCA southsidespca@gmail.com	Sandy Wyatt 434-736-9595	\$ 975.00	\$ 975.00	no	330 animals 12,000+
8 m Lunenburg Literacy	Dana Bacon 676-3859	\$ 8,000.00	\$ 10,000.00	no	36
8 n Med Flight Program ionesg@chesterfield.gov	Lt. Gregory Jones 804-743-2295	\$ 400.00	\$ 600.00	no	87 missions
8 o Feedmore Kevin Rudnick ajohnson@feedmore.org krudnick@feedmore.org	Anthony Johnson 804-521-3273	not funded	\$ 2,000.00	no	yes
8 p Heart of Virginia Free Clinic heartofvirginiafreeclinic@yahoo.com	Pat Payne	not funded	\$ 2,000.00	no	6 patients
8 q Fascitek-Lunenburg.VAyourway.com		no request	\$ 72,900.00	no	yes

Organization	Contact	Budget FY2017/18	Request FY2018/19	speaking	Info provided
8 r Lunenburg Health Dept.	Lee Cox 434-392-3984	\$ 115,442.54	\$ 112,050.24	no	yes
8 s Virginia Extension tucker07@vt.edu	Lindy Tucker 434-696-5526	\$ 42,000.00	\$ 43,369.00	no	yes
8 t Kenbridge Fire Department	Dicky Harris	\$ 25,000.00	\$ 25,000.00	no	yes

FY2017/18 FY2018/19 provided

These organizations do not normally request money from the Board of Supervisors, but they are funded.

8 u Town and County Bus <i>1/3 split with Towns</i>	Joshua Worrell 434-292-3025	\$ 6,422.17	\$ 6,670.17 <i>estimate</i>		billed
Forestry Services		\$ 22,000.00	\$ 22,000.00 <i>estimate</i>		billed
Recreation Leagues	Board Discretion	\$ 7,000.00			
Victoria Community Center	Board Discretion	\$ 500.00			
Kenbridge Community Center	Board Discretion	\$ 500.00			
Peoples Community Center	Board Discretion	\$ 500.00			



COUNTY OF LUNENBURG
11413 Courthouse Road
Lunenburg, VA 23952

FY2018/19 BUDGET REQUEST
Submit to Tracy M. Gee by March 20, 2018
tgee@lunenburgva.net

Requesting Organization: Virginia Legal Aid Society, Inc.

Contact: Rhonda J. Knight Phone Number: (434) 455-3085

Address: P.O. Box 6200 Lynchburg, VA 24505 Fax Number: 434-528-3571

217 East Third St. Farmville, VA 23901

Email Address: development@vlas.org

Mission: VLAS is a nonprofit law firm that provides legal information, advice, and representation in civil cases to low-income individuals and families in Lunenburg. This service is provided at no cost to clients by experienced legal staff through LawLine (our intake and advice hotline) and by attorneys and paralegals at our service office in Farmville, VA.

FY2017/18 Budget Request: \$4,902

Approved Amount: _____ (County Use Only)

FY2018/19 Budget Request: \$4,902

Difference in \$: 0 _____

Difference in %: 0 _____

Approved Amount: _____
(County Use Only)

Explanation of Difference: (NA)

Calculation of Budget Request Amount: The budget request amount is calculated by applying the percentage of Lunenburg's share of our entire service area's poverty population, and our local government fundraising goal of \$321,712.

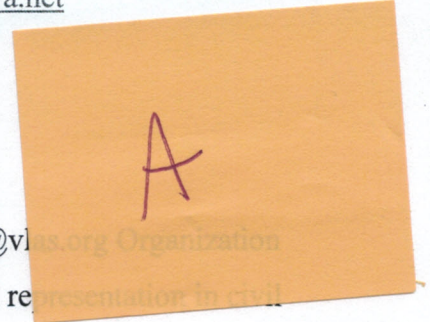
Use of Requested Funds: Funds will be used to continue providing free legal services in civil cases to assist clients in gaining financial stability, access to the services they need, and resolution of various legal problems that face low-income individuals and families.

Number of Lunenburg County Residents benefitting from this organization in 2017: 73 for the fiscal year that ended June 30, 2017

Do you consider this budget request a donation, _____ dues, or _____ a contractual arrangement?
Please check one. For contractual arrangements or dues, please supply a copy of the contract or an explanation of benefits of membership that will NOT be provided to citizens of Lunenburg, if this request is not approved.

Please attach a copy of the most current budget and financial statements showing sources and uses of funds.

Please provide any additional information that would help the Supervisors understand the importance of your Organization to the citizens of Lunenburg County (no more than 2 additional pages).



Writer's email: development@vlas.org; Phone: 434-455-3085

December 15, 2017

Ms. Tracy M. Gee
Administrator
Lunenburg County
11413 Courthouse Rd.
Lunenburg, VA 23952
Lunenburg County

Dear Ms. Gee:

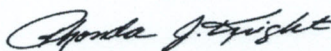
On behalf of the Virginia Legal Aid Society, thank you for your support during the 2017-18 fiscal year. With your help, VLAS was able to close 37 cases in Lunenburg County last year, protecting 73 people against dishonest consumer practices, landlords who won't fix substandard housing and many other serious problems. Our clients recovered \$6,718 and avoided paying \$15,738 – money that remains in Danville. For the 2018-19 fiscal year, we request funding in the amount of \$4,902.

VLAS strongly needs your help again this year to continue to serve the members of your community. A 2017 University of Chicago study found that 86% of civil legal problems nationwide receive inadequate legal help – or no help at all, largely because of insufficient funding to programs like ours that provide this help. We do not charge our clients any fee, so we rely on other sources of funding for our income. We ask that you consider the following when reviewing our funding request:

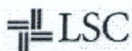
- The results of our work last year in Lunenburg County and specific examples of how we helped individuals and families in your community (Attachment A);
- The variety of services that VLAS provides in Lunenburg County (Attachment B);
- Examples of how our work benefited recent clients (Attachment C);
- The amount of funding requested from each locality in our service area, based on the ratio of low-income individuals in your community to those in our full service area (Attachment D).

With your support we can reduce the number of people we have to turn away for lack of resources. We appreciate the opportunity to apply for funding, and would enjoy appearing before your budget committee or your full board to further discuss our application. Please contact me if you have questions or comments.

Sincerely,



Rhonda J. Knight
Director of Development



Offices in: Danville Farmville Lynchburg Suffolk

Free legal advice and information at 1-866-LegalAid (534-5243)
& legal information at www.VLAS.org.



Central Virginia, Danville- Pittsylvania,
Henry County & Martinsville, Franklin-
Southampton & Prince Edward member agency

**Services Provided and Outcomes Measurement Chart
Virginia Legal Aid Society, Inc.**

Lunenburg County

Objective	Measurement/Indicators	Actual Outcomes July 1, 2016 – June 30, 2017			
		Cases Closed	People Served	Funds Recovered	Unjust Claims Avoided
Increase and preserve financial resources	End vicious payday lending cycles; obtain bankruptcy protection; halt illegal debt collection practices; avert unlawful repossession and garnishments; overcome unfair and illegal sales practices; enforce sales contracts; preserve credit; and secure utility services	2	4	\$ 0	\$ 0
Maintain or obtain safe and affordable housing	Prevent improper evictions and foreclosures; enforce rights to decent, safe and habitable housing; restore and obtain access to public housing; resolve landlord/tenant disputes	4	8	\$ 0	\$1,380
Increase access to public benefit programs, health insurance, and/or employment	Obtain and preserve Food Stamp, TANF, WIC, unemployment and Social Security benefits; provide access to health care programs such as FAMIS, Social Security disability and Medicaid; preserve Medicare benefits; and increase access to employment	16	31	\$5,818	\$14,358
Increase stability for families in transition	Obtain divorces, child support, child custody, protective order appeals, equitable distribution of marital property, and advance directives; enforce rights for children who have been denied or terminated from regular and special education services	15	30	\$ 900	\$ 0
	Totals	37	73	\$6,718	\$15,738

*Average cost per case expended by VLAS: \$929. $\$929 \times 37 = \$34,373$

An Overview of VLAS Services and Activities

December 2017

Legal Advice and Representation: VLAS provides a wide range of legal services in the areas of housing, access to health care, income and public benefits, family relations, consumer and education. VLAS serves low-income individuals and families through a staff of forty-three people spread over four offices and volunteer attorneys in Central, Southside and Western Tidewater Virginia. These services include advice, counsel, brief service, drafting of contracts and applications, negotiation, representation before administrative forums, litigation before state and federal trial and appellate courts. Restrictions imposed by Congress prohibit some services such as class actions and legislative representation; in cases in which those avenues of relief are appropriate, we refer our applicants to other qualified counsel.

Special Programs of VLAS include:

- 1) **LawLine**, Virginia Legal Aid Society's intake and advice hotline, provides screening, assessment, referrals, information and legal advice to most of Virginia Legal Aid Society's applicants during their first contact with VLAS regarding a new problem. Callers needing extended service, such as the drafting of a document or the filing of a lawsuit, are referred by the LawLine to a local VLAS office. The system allows us to help thousands of people every year.
- 2) **Housing Improvement and Preservation (HIP)** provides advice and representation in evictions, foreclosures, correction of hazardous conditions, and renovation or construction of affordable housing.
- 3) **Strengthening Families with Children (SFC)** helps low-income families with children maintain or obtain safe and affordable housing, gain access to health care and education, increase and preserve financial resources, and increase stability for families in transition.
- 4) **Senior Citizens Legal Assistance** provides advice and representation to senior citizens in social or economic need.
- 5) **Private Bar Involvement (PBI)** involves more than 200 attorneys in providing representation to VLAS clients.
- 6) **Medical Access Project (MAP)** assists disabled adults who have not applied for federal disability benefits or have not been denied in the last 12 months to qualify for Medicaid benefits using a little-known state process.
- 7) **Crisis and Income Protection (CIP)** assists families and individuals in cases that increase or preserve income, or provide crisis relief related to housing and domestic violence.
- 8) **Advocating for Special Kids (ASK)** supports families with disabled children, providing resources to parents and guardians, as well as guidance on applicable laws from pre-school through higher education.

Senior (barely) avoids foreclosure, lowers her mortgage payment

Abby,* a 74-year-old with dementia, had taken ill and fallen behind on her mortgage payments. When she received a notice that her home would be sold out from under her, she contacted VLAS for help.

It was a crisis; the sale was to occur the next day. The bank told her if a \$3,065 payment wasn't received by 12:45 p.m., it would proceed with the sale an hour later. It was an impossible amount for a woman with a monthly income of \$1,600.

A VLAS attorney called the mortgage servicing company and its attorney, and after urgent negotiations got them to agree to stop the sale. This bought time for the attorney to help Abby apply for a loan modification, which was successful and lowered her monthly payment by \$400. Abby was able to gradually reduce her back payments. Thanks to VLAS, Abby was able to avoid foreclosure, stay in her home, lower her monthly mortgage payment and steadily reduce her debt.

Unemployment benefits let disabled woman to move into her own home

Sandra* was suffering from lime disease, the result of a tick bite. Her symptoms included chronic migraine headaches, arthritis in her left knee, and carpal tunnel syndrome in both wrists. One day, forced to go to the emergency room, she called a coworker to say she wouldn't be able to make it in. The company fired Sandra, claiming she hadn't followed proper protocol for reporting her absence. She applied for unemployment benefits, but was denied twice.

Disabled from her lime disease symptoms, she had no source of income and had to move in with her daughter. Desperate, she contacted VLAS. A VLAS attorney appealed her case and succeeded in getting the circuit court to overrule the previous decisions. Sandra was awarded full unemployment benefits.

Thanks to VLAS, Sandra was able to use some of her unemployment benefits to regain her independence and move into a place of her own. "I don't know what I'd do without them," she said.

Eight-year-old finds the right school for him

Chris* was struggling in school. The 8-year-old had failing grades and had been suspended twice. Chris had an Individual Education Program for autism, but he also had a specific learning disability and Attention-deficit/hyperactivity disorder, which were not addressed in his IEP.

Concerned that he wasn't getting all the support he needed, Chris's mother came to Virginia Legal Aid Society for help. A VLAS attorney represented the child and mother in several meetings with different officials. Chris's IEP was amended to include additional support, including occupational therapy, and he is now thriving at a new school that better fits his needs.

*Clients' names have been changed to protect their identity

Virginia Legal Aid Society Calculations
For FY 2018-19 Local Government Funding Requests

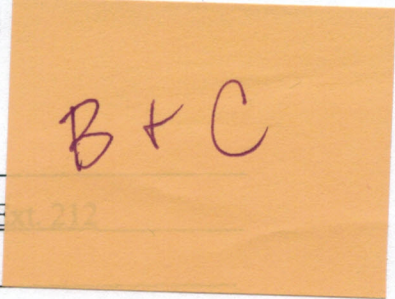
Attachment D

Jurisdiction	125% 2011 Census Poverty Population	% of Total Population	Locality's share of goal \$321,712	Cases Closed FY16-17	People Helped FY16-17
Amelia County	2,267	1%	\$4,462.28	34	70
Amherst County	5,447	3%	\$10,722	123	255
Appomattox County	3,112	2%	\$6,126	58	135
Brunswick County	4,417	3%	\$8,694	26	62
Buckingham County	3,607	2%	\$7,100	54	107
Campbell County	10,592	6%	\$20,849	179	429
Charlotte County	3,053	2%	\$6,009	60	162
Cumberland County	2,533	2%	\$4,986	49	105
Danville (City)	14,189	9%	\$27,929	316	783
Emporia (City)	2,019	1%	\$3,974	21	58
Franklin (City)	2,406	1%	\$4,736	58	142
Greensville	2,378	1%	\$4,681	6	14
Halifax County	10,103	6%	\$19,886	108	251
Henry County	12,871	8%	\$25,335	128	283
Isle of Wight County	4,991	3%	\$9,824	71	147
Lunenburg County	3,361	2%	\$6,616	37	73
Lynchburg (City)	20,360	12%	\$40,076	575	1253
Martinsville (City)	4,627	3%	\$9,108	79	198
Mecklenburg County	7,581	5%	\$14,922	59	130
Nottoway County	3,731	2%	\$7,344	55	140
Patrick County	4,184	3%	\$8,236	26	68
Pittsylvania County	12,341	8%	\$24,292	160	377
Prince Edward County	4,727	3%	\$9,304	178	394
Southampton County	3,701	2%	\$7,285	30	65
Suffolk (City)	12,889	8%	\$25,370	355	878
Sussex County	1,954	1%	\$3,846	14	20
TOTALS	163,441	100%	\$321,712	2,859	6,599



COUNTY OF LUNENBURG
11413 Courthouse Road
Lunenburg, VA 23952

FY18/19 BUDGET REQUEST
Submit to Tracy M. Gee by March 20, 2018
tgee@lunenburgva.net



Requesting Organization: STEPS, Inc. – Job Training & Employment
Contact: Sharon L. Harrup Phone Number: (434) 315-5909
Address: 225 Industrial Park Road Fax Number: (434) 315-0246
Farmville, VA 23901 Email Address: sharrup@STEPS-inc.org

Organization Mission: **STEPS leads, coordinates, creates and delivers quality opportunities to impact self-sufficiency and reduce poverty throughout our region.**

FY2017/18 Budget Request: \$6,000 (\$5,000 approved) Approved Amount: _____
(County Use Only)

FY2018/19 Budget Request: \$5,000
Difference in %: 0% Approved Amount: _____
(County Use Only)

Explanation of Difference: STEPS has continued to market our production capabilities. The Victoria job training and manufacturing plant is now actively producing five (5) commercial contracts employing 35 individuals. We recently received a manufacturing referral from the Tobacco Commission and that project is in the development stage. In addition to our Lunenburg based manufacturing, STEPS provides community based training, employment and placement for citizens with barriers to employment.

Calculation of Budget Request Amount: Ongoing support needs of your citizens and last year's funding level.

Use of Requested Funds: Support the ongoing training needs of citizens with disabilities, unemployed or underemployed Lunenburg County citizens, including seniors and clients of Social Services. See attached letter for more detailed information.

Number of **Lunenburg County Residents** benefitting from this organization in 2017: 27

Do you consider this budget request a donation, _____ dues, or _____ a contractual arrangement?
Please check one. For contractual arrangements or dues, please supply a copy of the contract or an explanation of benefits of membership that will NOT be provided to citizens of Lunenburg, if this request is not approved.

Please attach a copy of the most current budget and financial statements showing sources and uses of funds.

Please provide any additional information that would help the Supervisors understand the importance of your Organization to the citizens of Lunenburg County (no more than 2 additional pages).



COUNTY OF LUNENBURG

11413 Courthouse Road
Lunenburg, VA 23952

FY18/19 BUDGET REQUEST
Submit to Tracy M. Gee by March 20, 2018
tgee@lunenburgva.net

Requesting Organization: STEPS, Inc. – Community Action Agency

Contact: Sharon L. Harrup Phone Number: (434) 315-5909 Ext. 212

Address: 225 Industrial Park Road Fax Number: (434) 315-0246

Farmville, VA 23901 Email Address: sharrup@STEPS-inc.org

Organization Mission: **STEPS leads, coordinates, creates and delivers quality opportunities to impact self-sufficiency and reduce poverty throughout our region.**

FY2017/18 Budget Request: \$16,474 Approved Amount: _____

(County Use Only)

FY2018/19 Budget Request: \$16,474

Difference in %: 0% Approved Amount: _____

(County Use Only)

Explanation of Difference: n/a

Calculation of Budget Request Amount: Mandated 25% local match to secure the Community Services Block Grant (CSBG) which is available to STEPS as the designated Community Action Agency for Lunenburg.

Use of Requested Funds: To provide services to Lunenburg County citizens living in poverty. The services delivered are provided in Four Pillars of Service: Workforce Training, Economic Development, Housing and Education. See attached letter for more detailed information.

Number of **Lunenburg County Residents** benefitting from this organization in 2017: 147

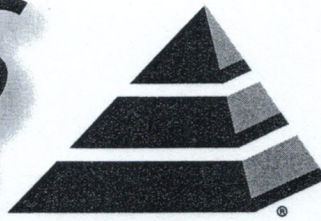
Do you consider this budget request a donation, _____ dues, or _____ a contractual arrangement?

Please check one. For contractual arrangements or dues, please supply a copy of the contract or an explanation of benefits of membership that will NOT be provided to citizens of Lunenburg, if this request is not approved.

Please attach a copy of the most current budget and financial statements showing sources and uses of funds.

Please provide any additional information that would help the Supervisors understand the importance of your Organization to the citizens of Lunenburg County (no more than 2 additional pages).

STEPS Incorporated



Administrative Offices • 225 Industrial Park Road • Farmville, Virginia 23901
(434) 315-5909 • Fax: (434) 315-0246

March 15, 2018

Mrs. Tracy Gee, County Administrator
11413 Courthouse Road
Lunenburg, VA 23952

Dear Mrs. ~~Gee~~: *Tracy,*

I am writing to formally request funding for the 2018-2019 fiscal year. STEPS is a private, not for profit, 501(c)3 organization that has provided services to some of the most vulnerable citizens in your county for over thirty years. We are appreciative of the support we received from Lunenburg County last year and are requesting level funding for FY2019.

STEPS is honored to serve as your county's community action agency but we recognize the responsibility that comes with this designation. This past year STEPS, Inc. touched over 1,600 lives in our region with services we provide under our Four (4) Pillars of Service; 147 of those touched were Lunenburg County citizens.

The first Pillar of Service is that of **Workforce Development**. Since 1978, STEPS has provided job training and employment opportunities to citizens living with disabilities. STEPS also provides job readiness and job placement services to individuals who are receiving services from your Department of Social Services and to senior citizens who are living in poverty that need to secure employment. Our *Workforce Development* services provide the guidance and case management support necessary for individuals to become employed, tax paying members of your community. Last year, twelve (12) Lunenburg citizens benefited from our *Workforce Development* services.

The second Pillar of Service is **Economic Development**. STEPS employed 111 individuals in our operations last year. In addition to client services, we operate three commercial lines of business: secure document shredding, operation of a regional recycling center, and industrial sewing which as you know is located in Victoria. We encourage you to come tour our industrial operations. In 2017, STEPS paid \$2,691,882.00 in wages. Economists state that one dollar in earned wages turns over eight times in the local economy. This means STEPS had a \$21.5 million-dollar economic impact in our region. Last year, fifteen (15) Lunenburg County citizens were employed by STEPS.

The third Pillar of Service is **Housing**. Since October 1, 2013, STEPS has provided services to alleviate and/or prevent homelessness in six counties within Planning District 14. This program is funded through the Virginia Department of Housing and Community Development (DHCD). This past year, eighteen (18) Lunenburg County residents needed our homelessness prevention program. STEPS is proud to partner with Dominion Energy in their *EnergyShare* program. Last year, through this collaboration, STEPS and Dominion Energy met the heating and cooling needs of 85 Lunenburg residents.

The fourth Pillar of Service is **Education**. STEPS has vast experience working with students with disabilities who are transitioning from the public education system into the world of work. STEPS operates Head Start services in an eight county region, including Lunenburg. We are operating a "Two Generation Head Start Program," working not only with the enrolled child, but also with parents and/or primary caregivers. In Lunenburg, we operate both Early Head Start and Head Start and we hope you have noticed the upgrades we made in the former Wright's grocery store. We are proud to have transformed a long empty building into a vibrant asset to your community! STEPS is also proud to offer Family Partnership Facilitation that works with your local department of social services and families in need. This past year, seventeen (17) Lunenburg residents received services under our *Education* Pillar of Service.

As the needs of our vulnerable citizens continue to grow, STEPS is positioned to continue to expand in an attempt to meet those needs. This is evident by the recent launch of our Behavioral Health service line. We look forward to expanding this service as needs are presented. It is imperative that any entity which is trusted to provide quality services does so in the most cost efficient and trustworthy manner. It is my hope that you agree STEPS has proven our ability to do just that.

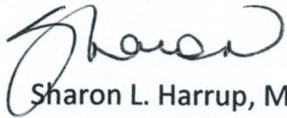
We respectfully request level funding of \$21,474.00 which you graciously allocated to STEPS last year. Of that total, \$5,000.00 was allocated for the STEPS workforce development programs, including our job training and manufacturing plant in Victoria. Your continued support of this long-standing job training and employment program is appreciated. The second request is that of \$16,474.00 which will be used as the required 25% match for the *Community Services Block Grant* (CSBG) which is available to STEPS as your designated Community Action Agency. Attached for your review is a copy of our most recent financial audit.

It is always a pleasure to speak before your Board and would be happy to do so if requested. Our mission says it best,

"STEPS leads, coordinates, creates and delivers quality opportunities to impact self-sufficiency and reduce poverty throughout our region."

Thank you for supporting our efforts and we sincerely appreciate your consideration.

Most Sincerely,



Sharon L. Harrup, MS
President/CEO

Cc: Mrs. Tessie Bacon – STEPS Board of Directors
Mrs. Lena Higgs-Clarke – STEPS Board of Directors
Mr. Edward Pennington - STEPS Board of Directors

Enclosures: FY2018/19 Budget Request Form
2016-2017 Annual Audit (one copy)